Be sure your clothes and grooming are appropriate for the occasion. Be 5-10 minutes early for your interview. Go to the interview alone. Be ready to fill out a job application.

- Write clearly and neatly.
- · Give exact information about yourself, your skills and education.
- Make a good impression on the receptionist or personnel clerk.

Conduct yourself in a positive and courteous manner during the interview.

- · If you shake hands, do so firmly.
- Stand tall, sit straight and smile.
- Sit down only when the interviewer offers you a seat or sits down first.
- Think before answering questions.
- · Speak clearly.
- Stay on the subject.
- · Talk about your skills.
- · When speaking, look at the interviewer.
- · Pay attention and listen carefully.
- · Ask questions if you don't understand.
- · How you say something is important.
- Don't interrupt or argue.
- Don't complain about your former employer or co-workers.
- Don't mention personal problems.
- · Don't smoke, chew gum or eat.

Here are some typical questions. Be prepared to answer them.

- Why do you want this job?
- What makes you qualified for this job?
- Why did you leave your last job?
- What do you want to be doing in five years?
- · What are your outside interests?
- What hours can you work?
- · When can you start?

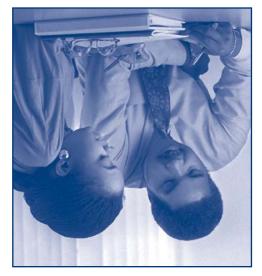
Answer all questions briefly and to the point. Relate your answers to the job for which you are applying.

- Make sure the interviewer knows your specific qualifications for the job.
- Tell the interviewer you will work hard and are willing to learn.
- Mention your skills, especially when asked such questions as: Do you think you can do the job?
   Is this the kind of work you are good at?
- If you don't have specific skills for a job, talk about your desire to learn and willingness to work hard.
- Talk about school subjects, volunteer work or hobbies you have done well and that are related to the job.
- Don't say you'll "take any job." Say you're interested in any work you're able to do.

## Remember:

- Before the interview ends, let the interviewer know that you really want the job!
- If you don't hear from the interviewer after a week or so, call them.
  Let him/her know that you're still interested in working for them.
- Don't be discouraged if you are not hired at first. An interview can be a very useful experience and can give you more confidence for your next interview.

## www.state.sc.us/dss P.O. Box 1520, Columbia, South Carolina 29202-1520 South Carolina Department of Social Services



Before the interview:

someone who will: Employers are looking for



- Many employers require these as a condition of employment. 3. Be prepared for a possible drug screening and background check.
- information with you. This will help you fill out your application correctly. experience, references, Social Security number, etc. and take this
- 2. At home, write out details of your education, jobs you have had, work
  - The salary range of the job for which you are applying.
    - The work hours or shifts available.
      - Who will be interviewing you.
    - What the company makes or does. during the interview. Find out:
  - 1. Find out about the company. This shows your interest and will help
    - Work hard.
    - Be willing to learn.
    - · Be on time for work.
    - Have a good attitude.

## Make the most of your interview by preparing for it!

## **Making** the Most of Your Job Interview

**South Carolina Department of Social Services** 

